

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: Arizona State Board of Cosmetology	
Vendor: Professional Credential Services Inc. (PCS)	Estimated Cost: 00
Section 2	
Brief description of materials or services: Administration of Computer Based written examinations and Practical Cosmetology, Nail Technology, Aesthetic, and Instructor examinations as qualification for State licensure by the Arizona State Board of Cosmetology. (AZBOC)	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: AZBOC currently has a sole source approval to purchase examinations developed by the National Interstate Council of Cosmetology Boards (NIC). The Board wishes to discontinue administration at state sites by state personnel who are certified by NIC to administer the examinations. PCS is the only provider approved by NIC to administer both computer based and practical examinations. The request is emergency in nature because the state does not have sufficient certified examiners to administer the examinations timely and in accordance with the Time Frame Rules required by statute and rule. The agency does not have appropriation to hire additional FTE's and to certify them for administration.	
Duration of this Sole Source procurement: 5 years	
Briefly describe the efforts made to seek other sources: The sole source is based on an agreement between the examination developer and provider; and PCS. NIC uses PCS as a sole provider based on competencies in administration of National examinations and the ability to provide cost effective written and practical national examinations. PCS hires and certifies all personnell.	

Send comments to the following individual:

Requesting Agency Contact Information	
Procurement Officer: Sue Sansom	
Phone Number: 480 784 6963	Email Address: ssansom@azboc.gov

State Procurement Website Posting Information	
R2- 7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: 11/16/2007	Date Closed: 11/26/2007